

**REQUEST FOR PROPOSAL
CITY OF DULUTH, MN**

RFP No. 13-08DS

2014

**STREET IMPROVEMENT PROJECT
10TH AVENUE EAST from SUPERIOR STREET to EAST 5TH STREET**

Street Improvement Project

10th Avenue East: Approximately 1,800 lineal feet of Street reconstruction, 2,350 lineal feet of new and replacement watermain with HDPE water pipe, catch basin and catch basin lead replacement, additional catch basins, storm sewer main and I & I system replacement contingent on hydraulic parameters, and approximately 2,300 lineal feet of sanitary sewer main replacement.

PROJECT OVERVIEW

The City of Duluth is interested in retaining an engineering consultant to provide design engineering services in providing construction documents for bid in the spring of 2014.

Design services are desired to review existing streets and infrastructure, gather preliminary design data, perform engineering surveys and preliminary engineering, hydraulics, and complete final design including construction plans and specifications for both roadway and utilities.

Funding is by Federal Aid funds (STIP), State Aid funds, utility funds and assessments to property owners. The average daily traffic (ADT), recorded in 2011, is 3,250 between Superior Street & 1st Street.

The Resolution of Intent showing the scheduled project area is attached to this RFP.

The City is committed to providing the following:

- Previous surveys, reports and studies, if available.
- Aerial photography and ground survey (see SCOPE OF SERVICES section 3a)
- All available street and utility record drawings for the scheduled project.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include the following:

- I. Project initiation and other meetings as necessary with City Engineering Staff
- II. Public meetings to share design discussions
- III. Preliminary Surveys and Information Gathering
- IV. Preliminary Engineering Design
- V. Production of construction plans and specifications
- VI. Survey Data

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, and gather data from the City engineering files. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters and/or telephone conversations. The Consultant shall meet with public utilities to coordinate improvements, acquire design locates and show their utilities in the construction documents.
- b. The Consultant shall provide documentation of meetings and data provided.
- c. The Consultant shall ascertain the applicability of information provided, review data for completeness, and notify the City of any additional data required. It shall be the responsibility of the Consultant to determine, by site inspection procedures, the reliability of all the drawings and information which they choose as reference.

2. Public Participation

The Public Participation process has been in place for a couple of years. The Consultant shall have two public meetings to coordinate and communicate design issues and two meetings with St. Luke's facilities staff. The process and outcome shall be in accordance with MnDOT and City of Duluth Complete Streets policies.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The City of Duluth has the site flown and mapped in 2010, from 2nd Street to 9th Street. The City will provide to the selected Consultant one copy of the DTM and contours in AutoCAD Civil 3D 2010 format, one copy of planimetric features in AutoCAD format, and one copy of Federal Geographic Data Committee (FGDC) compliant metadata for all digital files in Text and XML format. St. Luke's has removed residential buildings on the north side of 2nd Street since the aerial mapping. The City did surface topographic survey from Superior Street to 9th Street, to supplement the aerial mapping. The Consultant shall perform field surveying and data collection as needed. The Consultant shall survey existing utility structures, verify pipe/conduit inverts and diameters. The consultant shall map right-of-way, based on existing monuments, and construction plans shall preserve or re-set 6 monuments and their boxes.
- b. Consultation with regulatory agencies to determine required information for permit applications as it relates to the design and execution of the entire project will be required. The Consultant shall be responsible for permit applications that may be required of the City.
- c. The Consultant shall do necessary geotechnical exploration. State assumed number of subsurface explorations, depths and types of samples.

- d. The consultant shall inventory existing manholes and vaults (without entering structures).
Provide rim elevations, interior photos, approximate inside dimensions of vaults, approximate depths from rim to pipes or conduits (note top of pipe or invert measured), apparent pipe materials and direction of pipes or conduits entering or leaving said structures.
- e. The MPCA website "What's in My Neighborhood" notes the following sites along the project:
Basgen Photography, 1002 E. 2 Street, Hazardous Waste, Inactive
St. Lukes Hospital Apartments, 205 N. 10 Ave. E., Hazardous Waste, Active
Duluth Detoxification Center, 1001 E. 1 Street, Hazardous Waste, Inactive
Northland OB-GYN, 1000 E. 1st Street, Hazardous Waste, Active
St. Lukes Hospital, 1915 E. 1 Street, Leak Site, Inactive
Orthopedic Assoc., 1000 E. 1 Street, Hazardous Waste, Active
Pavilion 2, 1000 – 1015 E. Superior Street, Leak Site, Inactive

4. Recommendations and Costs

- a. The Consultant shall analyze all available records, record drawings, inspection reports and all other appropriate data, and prepare recommendations and a cost estimate prior to preparing plans and specifications.
- b. The consultant shall work with City staff to provide design and cost alternatives to assist the City in meeting the City's desired objectives and budget constraints. Provide a **cost /benefit** discussion of reconstructing the project with standard bituminous pavement or alternative concrete pavement.

5. Preliminary Design

The consultant shall perform preliminary design and layouts based upon the data and information collected. Preliminary layouts shall be produced for Engineering Staff review and for presentation to neighborhood information meetings.

6. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction of all streets and utilities as required. These drawings shall include all details, plans and specifications necessary for all work as required, to the satisfaction of the City and all other appropriate approval agencies.
- b. The City will take the Consultant's special provisions and combine them into appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. The special provisions shall be developed in accordance with the City's standard, which shall be made available to the consultant.
- c. The drawings shall include all necessary site maps, plans, elevations, sections, details, and notes as needed or necessary to adequately show, explain or describe all features of the project. The contract drawing sequence shall follow the standard City of Duluth format.

d. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements and the City Standard Specifications.

e. A Professional Engineer registered in the State of Minnesota with experience in engineering and preparation of plans and specifications must supervise all work.

7. Cost Estimate

Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate for the entire project shall be provided. The Engineer's Opinion of Construction Cost and the Statement of Estimated Quantities shall be submitted in Excel format.

PROPOSAL CONTENTS

The following will be considered minimal contents of the Qualifications and Cost Proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's view of the project.
2. An outline of the responder's background and experience with similar projects. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval of the City.
3. A detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask for both roadway and utility design. An anticipated work schedule shall also be provided. The work plan shall also identify the deliverables at key milestones in the project as well as any other services to be provided by the City. The City staff intends to be actively involved with the project, and a minimum of three (3) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.
4. A listing of the names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar services.
5. Provide, in a separate envelope, one copy of the cost proposal, clearly marked on the outside "Cost Proposal", along with the responder's official business name and address. Terms of the proposal as stated must be valid for the length of the project. With the hourly rate, include a breakdown (labor, overhead, profit and expenses) showing how the rate was derived.

The responder must include a "not to exceed" total project cost and any sub consultant fees, along with the following information:

- A breakdown of the hours by task for each employee.
- Identification of anticipated direct expenses.
- Identification of any assumption made while developing this cost proposal.
- Identification of any cost information related to additional services or tasks, include this in the cost proposal but identify it as additional costs and do not make it part of the total project cost.
- Responder must have the Cost Proposal signed in ink by authorized member of the firm. The responder must not include any cost information within the body of the RFP Qualifications proposal response.

6. The delivered Qualifications Proposal (excluding front cover, cover letter, back cover and separate Cost Proposal) shall be limited to 20 pages. This would be 20 single-side pages, 10 double-sided pages or a mixture thereof.

DESIGN FAMILIARITY

The Consultant selected will be required to demonstrate and provide proof of competency in the following areas:

- Street and Utility Design, including design of HDPE water main and traffic signals
- Planning for effective Public Participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents

In addition, the Consultant will be required to provide references of State Aid street improvement projects similar in size that have successfully been completed within the past 3 years.

FEES AND EXPENSES REIMBURSEMENT

As stated above, the RFP is for the complete reconstruction (street and utilities) of 10th Avenue East, Superior Street to 5th Street. The proposal shall be for design services through plan and specification preparation and bidding assistance. Proposal shall provide construction documents for the following:

- Street Reconstruction. The project length is approximately 1,800 lineal feet. Street reconstruction will include, but is not limited to, common excavation, perforated pipe, geotextile, select granular, curb and gutter, sidewalk, bituminous pavement, turf establishment and striping. Assume proposed street width to generally match existing street width and similar boulevard and sidewalk on both sides from Superior Street to 5th Street, with modifications from Superior Street to 2nd Street for needs of St. Luke's and DTA. Changes in consultant scope and fees due to modifications of these widths because of the outcome of the requisite public input will be negotiated when necessary.
- Sanitary sewer replacement. The anticipated replacement length is approximately 2,300 lineal feet. Sanitary sewer replacement will include, but is not limited to, sanitary sewer main, 25 sanitary manholes and miscellaneous sanitary sewer services (wyes and service pipe).
- Watermain replacement. The anticipated replacement length is approximately 1,620 lineal feet of 8" to 24" mains, plus 730 lineal feet new water main along 10th Avenue East connecting to east-west mains from 2nd Street to 4th Street. Watermain replacement shall include east-west water main crossings and some alley crossings. There are lead water service replacements and 6 hydrant replacements. The existing water mains are 60 to 125 years old. These mains are to be replaced with HPDE piping, with the additional links to improve water supply. (Some new valves may be cut into the water mains in 2013, to reduce the area of water shutdowns during construction.)

- Storm sewer replacement. The replacement of the storm sewer shall include, but is not limited to, the necessary storm sewer and I&I collection system, including storm sewer trunk line, storm manholes, catch basins and catch basin leads as determined by hydraulic parameters to capture and convey storm water runoff per City standards. The cost shall be stated as total cost for storm sewer replacement and the addition of one off-line sediment trap structure within the project limits.
- Traffic Signal Improvements. Provide traffic assessment at 4th Street intersection to determine if signals are warranted. Assume 4th Street warrants traffic signals and in-ground infrastructure for the purpose of the Request For Proposal. Existing traffic signals need updates, located at the intersections of 1st, 2nd and 3rd Streets. They were rebuilt in 1984, with some of the 1972 infrastructure left in place. All the in-ground infrastructure should be replaced (handholes, conduit, wiring). Upgrade to current Accessible Pedestrian Signals, with new pedestrian countdown indications and freestanding pedestrian pushbutton stations. Replace the control cabinets and foundations, to accommodate the new pushbutton equipment.
- St. Luke's campus. St. Luke's has planning goals summarized in their St. Luke's District Plan, by DSGW. Planning issues to consider in the 10th Avenue East reconstruction include traffic calming, street width, DTA stops, signage and lighting. There are ambulance emergency routes and 2 bus routes using 10th Avenue East. A bicycle route is designated along Superior Street. The design consultant and the City will meet with St. Luke's staff and consultants to discuss traffic calming measures and other District Plan issues. The only loading dock for St. Luke's supplies and garbage pickup is on the west side of 10th Avenue East, between 1st and 2nd Street. Delivery trucks include full-length tractor/trailers. Two levels of employee parking (142 vehicles in new Building A) are accessed only on the east side of 10th Avenue East, across from the loading docks. Since employee parking is in shifts, there is congestion and backups in both directions for entering and exiting at this location. In addition to DTA stops loading passengers, a shuttle bus from Cloquet/Esko also stops here. St. Luke's requests that concrete pavement be replaced with concrete pavement. In addition to the 3rd floor of buildings connecting **over** 10th Avenue East, there is a tunnel connecting **under** 10th Avenue East

SELECTION

The proposals will be reviewed by the City Engineering Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants, and make an award based upon qualifications as described herein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

- | | |
|---|-----|
| • Work Plan | 25% |
| • Qualifications/experience of the personnel and company working on the project | 20% |
| • Understanding of the project scope | 15% |
| • Completeness of the proposal. | 10% |
| • History (completeness & timeliness) of past work with the City of Duluth | 10% |
| • Project costs/fees | 20% |

Proposals will be evaluated on a “best value” basis with 80% qualifications and 20% cost considerations. The review committee will not open the cost proposal until after the qualification points are awarded. The City of Duluth anticipates that the evaluation and selection will be completed by June 13, 2013.

PROJECT COMPLETION DATES

- | | |
|---------------------|--|
| • June 6, 2013 | Proposals Due (Close of Business, 2:00 PM) |
| • June 13, 2013 | Selection Complete |
| • June 24, 2013 | Council awards consultant contracts |
| • June 26, 2013 | Notice to Proceed |
| • February 14, 2014 | Plan submitted for City and MnDOT for final review |
| • March 14, 2014 | Final Plan, Specifications and SWPPP delivered to City |

SUBMITTAL DATE

Submit original (Qualifications and Cost Proposal in sealed separate envelope) and three (3) copies of Qualifications in an envelope marked “**RFP 13-08DS, 10th Avenue East Engineering Services**” by June 6, 2013, 2:00 p.m. local time to:

Dennis Sears
City Purchasing Agent
Room 100 City Hall
Duluth, MN 55802

CITY CONTACT:

Greg Stoewer
City of Duluth - Engineering Division
211 City Hall, 411 W. 1st Street
Duluth, Minnesota 55802-1191
(218) 730-5109 FAX (218) 730-5907

LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract and pay costs incurred in the preparation of the proposal of this request, or to procure a contract for services or supplies.

The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or its entirety this Request for Proposal, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

The selected consultant must sign the City of Duluth standard Professional Engineering Services Agreement. Any questions concerning this agreement should be asked prior to proposal submittal. These questions should be directed to Greg Stoewer in the City Engineering Office. Prior to entering into a contract with the City of Duluth, the consultant shall furnish proof of legal requirements for transacting business in the State of Minnesota.

PUBLIC WORKS & UTILITIES COMMITTEE

13-0158R

REPLACEMENT

RESOLUTION OF INTENT TO IMPROVE A PORTION OF TENTH AVENUE EAST AND TO ASSESS A PORTION OF THE COSTS THEREOF.

CITY PROPOSAL:

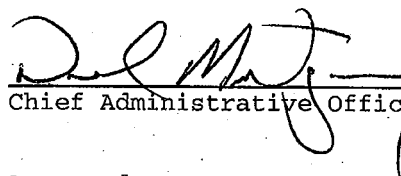
RESOLVED, that pursuant to Section 61 of the City Charter, the city council hereby expresses its intent to cause the following portion of the street named below to be improved as part of the city's 2014 municipal state aid project and hereby requests that the mayor prepare or cause to have prepared plans, specifications and estimates therefor, and file such plans and estimates with the special assessment board, together with a recommendation as to what portion of the cost should be paid by special assessment, and what part, if any, should be a general obligation of the city, the number of installments in which assessments may be paid, and the lands which should include the special assessments:

Tenth Avenue East from Superior Street to Fifth Street.

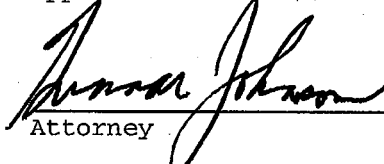
Approved:


Department Director

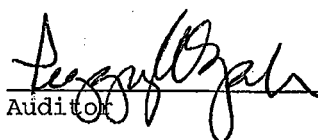
Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

ENG GS:jh 5/1/2013

STATEMENT OF PURPOSE: This resolution begins the formal process of making assessable improvements to Tenth Avenue East from Superior Street to Fifth Street.

As provided for in Section 61 of the Charter, the process can be commenced either by petition or by action of the city council itself. The latter route is being used in this case as the street in question is a local street that is of critical function to the neighborhood it serves.

As is normal, this resolution of intent is the first step in the process. Once approved it will trigger preparation of plans and specifications for the work and estimates of the costs and the assessments involved. Notices will then be sent to the affected property owners, and they will be given the opportunity to be heard before the special assessment board. After the board makes its recommendations, the matter will return to the city council for consideration of an ordering-in resolution.

Several public meetings were held concerning the street design. The meeting that was held on April 30, 2013 determined that the high density parking issues north of Fifth Street requires more meetings to address residents' concerns. The project is planned for two construction seasons. Federal funding requires completed plans and specifications by April 2014. To meet this deadline, the process to prepare plans and specifications must start for Superior Street to Fifth Street. A subsequent resolution of intent will be proposed for the city's 2015 Municipal State Aid project of Tenth Avenue East from Fifth Street to Ninth Street.

With approval of this resolution, plans will be designed for reconstruction of utilities and roadway from Superior Street to Fifth Street. From Superior Street to Third Street, street width, sidewalks and boulevards will match existing widths. From Third Street to Fifth Street, the street will be slightly widened to 28 feet to meet State Aid design requirements. The sidewalks and boulevards will match existing locations.

